



Web-based Portal 2.1
Course Provider User Guide
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Program Support

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Additional resources are available on the Advanced Opportunities website:

<http://www.sde.idaho.gov/sectr/adv-opp/index.html>

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Program Overview

Fast Forward

The Fast Forward program provides every student attending an Idaho public school an allocation of \$4,125.00 to use towards Advanced Opportunities in grades 7-12. The program was expanded by the Legislature in 2016 and can be found in §33-4602. The funds can be used for:

- **Overload Courses**

An overload course is a high school level course that is taken in excess of the student's regular school day. These courses are offered online, during the summertime, and after school. In the event that student incurs a cost for such courses, the Fast Forward program can pay up to \$225.00 for the cost of the course. Overload courses must be above and beyond the full course load offered by the student's local school.

- **Dual Credit Tuition**

Students earn dual credit by taking courses that are recorded on both a high school and a college transcript. The Fast Forward program can pay for up to \$75.00 per credit, and in most cases, the cost of these credits is \$65.00. Dual credit courses can be taken in a student's high school, online, by virtual conferencing, or in some cases directly on the college/university campus. More information on specific Idaho colleges and universities can be found in the Links tab. The Fast Forward program may also pay for "vertically aligned credits" where a student earns credit for a course through participating in a more advanced class or by earning a certain score on college placement tests.

- **Exams**

A student can utilize Fast Forward funds to pay for a variety of college credit-bearing or professional technical exams. These include Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP), or Career-Technical Education (PTE / CTE) exams. A full list of qualifying exams and the maximum reimbursement possible is available in the Resource Files on the State Advanced Opportunities website.

Challenging Courses

Many school districts provide options for students to challenge courses for credit. In most cases, this means that a student would request to challenge a course by taking an exam. If the student meets the level of mastery set by the local school board for a given set of standards, the school can grant the student a high school credit without requiring that the student take the course. Local school districts can be contacted for a list of courses eligible for challenge in their districts under Advanced Opportunities.

Early Graduation Scholarship

Early Graduation Scholarships are available for students who graduate at least one full year early from a public high school. These scholarships are equal to 35% of the Average Daily Attendance (ADA) for a given school year. This equates to roughly \$1,500.00.

Scholarships can be used at Idaho public post-secondary institutions. The award amount will double for students who graduate two years early and will triple for students who graduate three years early. If students elect not to attend a college or university immediately after high school, they will have up to two years to utilize the scholarship before it expires.

Portal Access

There is currently one type of user role for course providers in the Advanced Opportunities Portal. After creating an account, contact the State Department of Education (SDE) Help Desk (208) 332-6980 to gain access to the portal as a “college” user.

Upon entering the portal, the following options will appear across the top:



If these options are not visible, please contact the Help Desk to ensure that the correct role has been assigned.

Student Enrollment Selection

This view will have a list of all courses that are currently set for payment to the institution. As each course moves through the verification process, the status listed will change.

As courses are added to the queue, course providers will verify whether or not students are enrolled in these courses. The last column has a check box available to verify enrollments. If students are enrolled in the courses, place check marks in the boxes indicating student enrollment. If students are not enrolled in the courses, leave the boxes blank.

Student Data

✓ Save changes

✖ Cancel changes

Export to CSV

Drag a column header and drop it here to group by that column

№	School Name	Date Submitted	Advanced	Resident	Edu ID	Student Name	Provider	Course Name	Status Text	Approved	Last Modified	Student Enrollment
	MIDDLE... HIGH SCHOOL	11/05/2015	Fast Forward	134 - MIDDLETON DISTRICT	00000	Doe, Jane	Boise State University	MATH 170	Denied	\$0.00	11/05/2015	<input type="checkbox"/>
	MIDDLE... HIGH SCHOOL	11/05/2015	Fast Forward	134 - MIDDLETON DISTRICT	00000	Doe, Jane	Boise State University	ENGL (English) 101	Denied	\$0.00	11/05/2015	<input type="checkbox"/>

Courses, which are entered by students and district personnel, will go through the following status sequence:

Status:	Description:
Pending Initial Approval	The student has submitted a reimbursement and the district has neither approved nor denied it
School Level Approval Received	The school has approved the reimbursement, and the entry is still editable by district users
Pending SDE Approval	The reimbursement has been submitted to SDE
Approved	The reimbursement has been approved by SDE and is being prepared for payment
Paid	Payment has been generated by SDE; the entry is now reported in a billing statement
Denied	The school/district denied the reimbursement
Rejected	The SDE has revised and denied the reimbursement

Note that school districts cannot submit data to the SDE until the enrollment verification of their district is completely matched with the course providers.

District Enrollment Update Status

This report indicates the percentage of matching data between course providers and school districts. Before a school district can submit data to the State Department of Education, data must meet by a 100% match with the course provider. Any school district with percentages less than 100% must be reconciled. A provider will work in partnership with the school district to ensure that all the data is correct.

College Enrollment Update Status							
Export to CSV							
Drag a column header and drop it here to group by that column							
District Name	School Year	College	Term	Total Number Of Credits	Number Enrolled	Approved Credits	Percentage Enrolled
BLAINE COUNTY DISTRICT	2016-2017	University of Idaho	Fall	2	0	0	0 %
BLAINE COUNTY DISTRICT	2016-2017	University of Idaho	Spring	2	2	6	100 %
POST FALLS DISTRICT	2016-2017	University of Idaho	Spring	2	2	6	100 %

Deadlines

Deadlines for student application data entry and data submission in the portal are set by the SDE for all school districts. Districts with special circumstances may be able to adjust deadlines to meet local needs, but this only must be done after consultation with providers and with final approval from the SDE. Only the SDE can adjust these windows in the portal.

With input from course providers, the following deadlines by the SDE for the 2017-2018 school year:

Term	Student Application Data Entry Window	Verification Window (Get to 100% Match)	District Submission Deadline
Summer 2017	May 12 Jun 30	Jul 1 Aug 17	Aug 18, 2017
Fall 2017	Aug 21 Sep 29	Oct 2 Nov 3	Nov 10, 2017
Spring 2018	Jan 8 Feb 23	Feb 26 Apr 27	May 4, 2018
Trimester 1	Aug 21 Sep 29	Oct 2 Nov 3	Nov 10, 2017
Trimester 2	Nov 20 Jan 19	Jan 22 Feb 2	Feb 9, 2018
Trimester 3	Feb 12 Mar 30	Apr 2 Apr 27	May 4, 2018

If a course applications are entered into the portal past the recommended deadline, it is up the course provider to determine whether or not to accept such registrations. The SDE recommends that any entries made after these deadlines be done with the consent of both the school district and the course provider.

Once course entries are approved by school users, course providers can begin to provide verification of course enrollment. Course providers will have approximately a 6-week window to complete the verification process. Upon verification of course enrollments, the school districts must submit data to the SDE by the dates noted above.

Upon the districts' submissions to the SDE, the course providers will have a one-week window (5 business days) during which they may access the data and use it to finalize internal records. If errors are found during this process, please contact the SDE to correct these errors. During this time, county clerks will also be logging in to verify receipt of Certificates of Residency for out-of-district students earning dual credits through Idaho community colleges.

The SDE will process all submitted data and may reach out to districts or course providers at this time if any red flags arise. Upon SDE approval, payments will be made to course providers and school districts.

Advanced Opportunities Portal Timeline 2017-2018

	S	M	T	W	Th	F	Sa
June					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
July	25	26	27	28	29	30	1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
August	23	24	25	26	27	28	29
	30	31	1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
September	20	21	22	23	24	25	26
	27	28	29	30	31	1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
October	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
November	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31	1	2	3	4
	5	6	7	8	9	10	11
December	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	1	2
	3	4	5	6	7	8	9
January	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31	1	2	3	4	5	6
February	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31	1	2	3
March	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
April	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
May	29	30	1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31	1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16

Student request/Data entry window

Student request/Data entry deadline for school districts: all funding requests must be entered/approved by this time

Verification window for colleges/universities and other course providers-correction of errors per communication between school districts and course providers

Summer submission deadline for school districts: August 18th

Student request/Data entry window- during this time the SDE will be processing summer payments

SDE approves Summer Data/Payments are made to course providers and school districts

Student request/Data entry deadline for school districts: all funding requests must be entered/approved by this time

Verification window for colleges/universities and other course providers-correction of errors per communication between school districts and course providers

Data frozen for final college approval of course rosters

Fall submission deadline for school districts: November 10th

Counties approve Certificate's of Residency forms in portal

Certificate of residency forms due to county clerks for out-of-district tuition

SDE approves Data/Payments are made to course providers, school districts, and counties

Student request/Data entry window

Student request/Data entry deadline for school districts: all funding requests must be entered/approved by this time

Verification window for colleges/universities and other course providers-correction of errors per communication between school districts and course providers

Data frozen for final college approval of course rosters

Certificate of residency forms due to county clerks for out-of-district tuition

Spring submission deadline for school districts: May 4th

Counties approve Certificate's of Residency forms in portal

SDE approves Data/Payments are made to course providers, school districts, and counties

Manage Courses

It is up to the course provider to maintain a current list of dual credit courses to ensure that school districts can make them available to students. This feature can be found in the “Manage Courses” tab. Select the school year when prompted, and click on “Populate Grid.” The following grid will appear:

The screenshot shows the 'Manage Courses' interface. At the top, there is a dropdown menu for the school year, currently set to '2017-2018'. Below this are three buttons: '✓ Save changes', '⊗ Cancel changes', and '+ Add new record'. The main part of the interface is a table with the following columns: 'Course Name ▲', 'Credit Number', 'Credit Cost', 'Course Cost', 'Course Available Fal', 'Course Available Sum', 'Course Available Spr', and an action column. The table contains one row for 'AGED 258 Experiential Learning & SAE Programs' with a credit number of 1 and a cost of 65. The availability status is 'Disallow' for Fall and Summer, and 'Allow' for Spring. A '× Delete' button is in the action column.

Course Name ▲	Credit Number	Credit Cost	Course Cost	Course Available Fal	Course Available Sum	Course Available Spr	
AGED 258 Experiential Learning & SAE Programs	1	65	65	Disallow	Disallow	Allow	× Delete

New courses can be added by selecting “Add new record”. A red marker may appear in the corner; this indicates that changes have not yet been saved. Select “Save Changes” and the red marker will disappear.

For consistent naming conventions, the SDE requires that providers enter the course code followed by the course name. This will allow district personnel, students, and parents to register with ease.

Example: **POLS 101 Political Science**

Additionally, the course providers must indicate the terms during which the courses will be made available to students. “Allow” indicates that courses are open for enrollment. “Disallow” indicates that they are closed for enrollment. Please note that the summer term is indicative of the term preceding the beginning of a school year.

Student Lookup

This feature will allow you to view relevant student information when entering the EduID, First Name, and Last Name of a student. This page will provide a snapshot of where the student has used funds, how much funding remains, and whether or not there are flags. Please note that this information is to remain confidential and is only to be used to inform accurate participation in Advanced Opportunities programs.

Student Lookup Tool

Please enter the student's name and EduID to look up what information the Advanced Opportunities site has on the student.

Student EduID:

Student First Name:

Student Last Name:

Student Flags

When a student fails to earn credit for a class due to withdrawal, failing grade, or non-completion, a flag must be entered on the student account. This allows all portal users to know that the student must then pay for the next “like” class or exam (the next item must be of the same or greater cost *and* the same type—overload, dual credit tuition, exam). School district users are typically responsible for entering flags for failed courses. It is important to note that failed courses/exams only impact continued funding for “like” courses; for example, a failed dual credit course will only impact funding for dual credit courses in the future.

Flags may be entered by the district, the course provider, or the SDE. A flag may only be cleared by the person who entered it. Flag can also be entered to provide vital reminders/notes related to the course or student about a variety of topics. It is important to remember that students can also view the flags.

To enter a flag, go to the individual student account. This can be accessed through the “Students/Student Lookup Tool” or by going to “View Courses” and searching through entered courses; clicking on the blue EduID link will take the user to the individual student record.

Once in the student record, “Student Flags” will appear at the top of the record. To add a flag, click on “Add a new record.” Enter specific details, as a student may have more than one flag in place at a time. Select “Save changes” to add the flag.

Student Flags

Edu ID	Text	Create Date	Created By	Cleared Date	Cleared By	
989898989	Student failed 3 cr Engl 101, Spr 2017 NIC, \$195	7/14/2017	schildress@edu.id			<input type="button" value="Clear"/>

To clear a flag, the same user must go to the student account and press “Clear.” The flag will show the user who cleared it and the date it was cleared. It will remain as part of the student’s record.

Student Flags					
<input checked="" type="button" value="Save changes"/> <input type="button" value="Cancel changes"/> <input type="button" value="+ Add new record"/>					
Edu ID	Text	Create Date	Created By	Cleared Date	Cleared By
989898989	Failed Engl 101 Spr 2017, \$195, 3 cr.	7/17/2017	schildress@edu.id	7/17/2017	schildress@edu.id

Billing Statements

The “Billing Statements” tab is a summary of all courses that have been paid. Payments made to providers and school districts are aggregated and are organized by the billing statement number. For an itemized, course-by-course view of the payment, you can simply click on drop-down arrows.

Billing Statements							
The below table contains Billing Statements for the Advanced Opportunities programs.							
<input type="button" value="Export Overview"/> <input type="button" value="Export Transactions"/>							
Drag a column header and drop it here to group by that column							
	Statement ID	Status	Paid To	Advanced Opp Nam	Statement Total	Creation Date	Paid Date
	16	Paid	University of Idaho	8 in 6	\$1,000.00	1/15/2016	1/19/2016

View Courses

The “View Courses” report provides information on all current and past courses, paid or unpaid. This is a particularly helpful reference for past course submissions.

Current courses waiting submission to the SDE can be viewed from the “Student Enrollment Selection” screen.

Utilization

Course providers are able to access a program utilization report from the “Utilization” tab. This report provides aggregate data about students, courses, credits, and funding amounts. Only courses that have been paid by the SDE are included in this report.

Utilization Stats

The below table contains utilization statistics for the Advanced Opportunities programs. The numbers are generated by looking at courses that are currently in the PAID status - meaning, the reimbursement has already been paid or will soon be paid. Notably, these numbers do NOT include courses that are currently undergoing a revision, and courses submitted to SDE (or even approved by SDE) that don't show PAID when looking at their status.

Export to CSV

Drag a column header and drop it here to group by that column

School Year	College	Courses	Credits	Dollar Amount Paid	Student Count
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District Contacts

Partnering with districts to reach a 100% match may require contacting district personnel. Important Advanced Opportunities contacts for each district can be accessed from a link on the “Home” page.

For questions regarding the use of the portal, contact your [regional support specialist](#). Additionally, you can contact [district personnel](#) to assist with verification and validation processes.

Thank you for your dedication to Idaho students!

The State Department of Education is appreciative of all the efforts put in by course provider personnel to ensure that benefits of Advanced Opportunities are paid out to Idaho students. Additionally, we are committed to ensuring effective implementation of these programs. If you have any questions, suggestions, or comments, please feel free to contact the [Advanced Opportunities Support team](#).